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Post Operation Procedures

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Back at the Office



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1. Remove SD card from device (either camera or Network Connector).
2. Place SD card into applicable slot on PC.
3. Download images/footage to temp file on PC
4. Ensure images/footage is not corrupt (working).
5. Copy these images to nominated external hard drive (working copy)
6. Place a blank DVD into PC and burn images/footage to DVD; multiple discs may be required. (master copy)
7. Ensure images/footage have been burnt to disc and are working. If working delete temp files from desktop and reformat SD Cards.
8. Write the following information, using label maker or permanent black CD/DVD marker, on the front of the disc:

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Labelling the Disc



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As per requirements detailed in
VPMP Digital assets management

- File Name
- Date of Footage
- Location
- Member registered number
- Original/Working copy (number of the working copy)
- Copy creation date
- Security Classification



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Record and store discs



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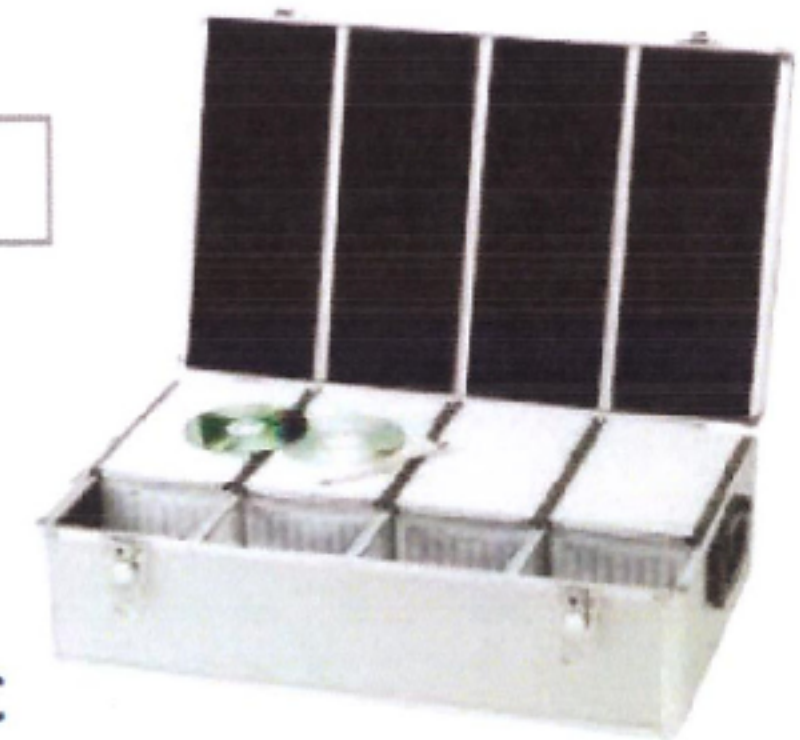
Complete entry in 'Evidence Continuity Log' located

31(1)(d)

NB: Public Order Evidence Register to be completed / entered once issued.

Attend administration office and sign disc/s into the 'Public Order Evidence Register' and obtain corresponding entry number.

Complete *Evidence Continuity Log* entry by entering Public Order Evidence Register'.



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Portable Recording Devices

Definition

A Portable Recording Device (PRD) is any portable device capable of, and used to, create audio recordings, still images or video recordings. It includes, but is not limited to:
Video or still cameras (equipment mounted, body worn or hand held)



Equipment

Victoria Police owned PRDs are only to be used in the course of official duties and are not be used to capture personal recordings.



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Portable Recording Devices

Use of PRD's

- The professional judgement of the employee is to be used in determining whether an activity or evidence should be recorded on a PRD, having regard to the privacy and human rights of any individuals that will be recorded.
- Unless it is inappropriate, or unsafe to do so, employees should advise individuals that recording of their interaction is occurring. (EG's should remain OVERT at all times)

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Handling of Recordings



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Handling of Recordings

- Recordings from PRDs are to be downloaded in full and no editing of recordings is to be undertaken on PRDs.
- In accordance with **VPMP Digital asset management**, all recordings are to be downloaded and deleted from devices as soon as possible. This will minimise potential security breaches should the device be lost, stolen or inappropriately accessed.



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VPMP Digital asset management



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Definitions

Original copy – the first instance in which images and/or audio is recorded onto non-rewritable media, preferably directly generated from the primary source, obtained by police. (Original Copy)

Non-rewritable media – is a device on which data cannot be overwritten (Eg. CD-/R, DVD-/R) Note: DVD-/RW or CD-/RW are not suitable as they can be overwritten.

Working copy – the copy/ies produced from the original copy made for the purpose of converting and editing.

Register – an auditable register that keeps a record of the copies of the digital asset. This may be the correspondence register, property book or a separate register that meets the minimum standards outlined in the **CCTV Practitioners' Guide**.

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Original and Working copy

Original Copy

No conversion or editing is to be conducted on the original copy. The original copy must be suitably labelled. Refer to the **CCTV Practitioner's Guide** for guidance on labelling.

Digital assets obtained by Victoria Police employees on personal or Victoria Police owned PRD's must be deleted from the PRD once it has been confirmed that the original copy has been made successfully.



Working Copy

The creation and/or provision of working copies of the digital assets must be noted in the register.

Working copies must be stored securely on police premises according to the security classification of the material.

Copies of the digital asset(s) must not be stored on personal (H:) drives, portable computing devices, C drives or local desktops or any non-Victoria Police equipment.



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Retention and Destruction



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Retention

PROV (Public Records of Victoria) has set minimum retention timeframes for all public records through **Retention and Disposal Authorities** (RDAs). The minimum retention periods are based on the content and context of the information, not the format in which it is held.

All Victoria Police information, regardless of the format (electronic or hardcopy) or media (notebook, document, database, dvd, usb, intranet/internet, file), must be retained as a public record until it:

- reaches the minimum retention period **and**
- has been authorised for destruction by an appointee under IM 6.

Inactive Victoria Police information that has a minimum retention period of seven (7) years or less, can remain under the responsibility of the Work Unit until it is authorised for destruction. Consideration should be given to transferring inactive information material to VPASC where possible.

Disposal

Any disposal of official information must be conducted in accordance with the *Public Records Act 1973*.

Victoria Police must be able to provide evidence of when and why any records were deleted or destroyed.

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